

**BY ORDER OF  
THE COMMANDANT**

**AIR FORCE INSTITUTE OF TECHNOLOGY  
INSTRUCTION 36-107**



**1 SEPTEMBER 2002**

***Personnel***

***OJT INCENTIVE PROGRAM***

**COMPLIANCE WITH THIS PUBLICATION IS MANADATORY**

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This instruction establishes procedures for the selection and presentation of an incentive award to enlisted personnel assigned to the Air Force Institute of Technology (AFIT) who completed a Career Development Course (CDC) in an outstanding manner.

***SUMMARY OF REVISIONS***

This document has been substantially revised and must be completely reviewed

1. Description. The Outstanding CDC Incentive award is designed to recognize personnel who have demonstrated exceptional performance in completing a CDC which directly enhances their expertise and career progression. The CDC must be a career field or Professional Military Education (PME) requirement.
2. Award recipients will receive:
  - 2.1. A certificate signed by the Unit Commander
  - 2.2. A 3-day pass to be given at the supervisor's discretion
3. The trainer of the recipient will receive a 2-day pass to be given at the supervisor's discretion.
4. The supervisor of the recipient will receive a 1-day pass at their supervisor's discretion.
5. In the event that the Supervisor is the Trainer a 2-day pass will be awarded.

6. Awards will be presented at Commander's Call or other appropriate function. The intent is to present this award in a manner which allows the recipient to be appropriately recognized for their achievement by emphasizing the correlation between career knowledge and career progression.

7. Personnel selected to receive this award must:

7.1. Be progressing satisfactorily in all areas of Upgrade Training (UGT) if applicable

7.2. Complete all CDC Volumes in a timely manner

7.3. Score a 90 percent or better on the CDC Course Examination (CE)

7.4. Be recommended by the immediate supervisor or higher.

8. Personnel are ineligible for this award if they previously failed the CE for the same CDC, or if a course extension is required for completion of the CDC, unless the extension is required for reasons beyond the trainee's control (e.g., hospitalization due to illness).

9. To nominate an individual for this award, contact the Unit Education/Training Manager (UETM).

9.1. The UETM will review the individual's training record, recommend and coordinate the award through the Unit Commander, prepare the certificate and 3 day pass memorandum, and notify the individual's duty section to ensure the recipient is present at the designated function to receive the award.

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Commandant  
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